



**NAS Health and Safety Committee Meeting
18 June 2009 10:00am, Lord Clerk Register's Room, GRH**

Attendees: Dave Brownlee (Deputy Keeper- Corporate Services), Alex Cochrane (Accommodation Services Branch), , Jimmy Gilmour (Archive Attendant Team Leader, Reader Services Branch), Keith Gray (Accommodation Services Branch), John Mitchell (Accommodation Services Branch), Bob Phillips (Accommodation Services Branch), Gordon Stocks (Conservation), Jenny Cutts (secretary).

Apologies: John Fraser (ICT Digital Information Systems), James McCormack (Court and Legal Records Branch), Tracy Richardson (Development Centre).

1. Apologies for absence

1.1 Apologies for absence were noted.

2. H&S Inspections, Display Screen Equipment (DSE) Assessments

2.1 It was reported that the ScotlandsPeople cabling had been reviewed for health and safety and this has now been resolved satisfactorily. The General Register House eye-bolts used for securing harnesses for window cleaning, etc. have all been checked and tightened as required.

2.2 Keith Gray has established a rota for DSE Assessments and these are now underway.

3. Current H&S issues of concern

3.1 Fire marshal training was discussed. Only 14 out of 23 fire safety officers attended the recent training sessions. Dave Brownlee will send reminders via line managers for those fire marshals who still require refresher training in line with H&S guidance. It was reported that evacuation drills at each of our buildings will take place shortly.

3.2 A new Evac Chair model has been evaluated by HLSOs and other staff members. Feedback has been very positive and additional handles are thought to be beneficial. Bob Phillips suggested NAS purchases one chair for each of West Register House and Thomas Thomson House and two for General Register House. Within the latter building, it was considered that one Evac Chair should be stored in the Robertson Wing where the greatest number of people are concentrated and that the second might be kept in either the ScotlandsPeople Centre store or under the Reid Stair. Alex Cochrane suggested an alternative station of the 'fishtank' room next to the Historical Search Room, because people with mobility problems are more likely to be visiting that area of the building.

3.3 The Swine flu pandemic was discussed. Laminated information notices will be displayed in each of the toilets. Bob Phillips explained that a risk assessment will be undertaken regarding swine flu to help inform our contingency plan. It was noted that this is low-medium risk at present and closure of the public areas would only be considered in the eventuality that this escalates to a medium-high risk. Dave Brownlee explained that the search rooms may be closed progressively. As there is a statutory obligation to provide legal search services and the legal search room is attended by a smaller number of regular customers, this may potentially remain open after the other public search rooms are closed. Dave Brownlee added that the Culture, External Affairs and Tourism Directorate have requested local Business Contingency Plans in order to achieve a coordinated continuity plan. Contingencies regarding the percentage of staff on sickness absence and activities to be maintained will also be considered. Bob Phillips explained that cleaning wipes for specific use on toilet seats, shared telephones and public computers could also be issued as part of the contingency arrangements.

3.4 New camera equipment in use by the Online Resources Team digitiser was discussed. The DSE assessment revealed that the position of camera and monitor should be changed. John Mitchell will follow this up with local line management.

4. Accident reports since last meeting

4.1 John Mitchell reported that one minor accident occurred at TTH, and three minor accidents at GRH, since the last meeting. Two accidents were reported at WRH, one of which occurred during the handling of glass exhibition panels and the staff member is awaiting surgery in consequence. The details were discussed and it is not thought that the accident could have been anticipated and no changes could have been made to that would have prevented this.

4.2 Bob Phillips provided an update about the accident claim lodged by a member of the public regarding a fall on the Register House campus. The lawyers engaged by NAS to review this consider that there is no case to be answered and a further response from the plaintiff's solicitor has not been made to date.

5. Disability Issues

5.1 Tracy Richardson was unable to attend the meeting but had provided a prior report to Dave Brownlee. She is currently working on the NAS Gender Disability Scheme Annual Report and has requested appropriate input from NAS branch heads on specific areas. It was recognised that both male and female toilets within the ScotlandsPeople Centre now have baby changing facilities and this will be included in the report.

6. Minutes of the last meeting (4 February 2009) and matters arising

6.1 The draft minutes were approved as an accurate record of the previous meeting held on 4 February 2009.

6.2. [2] The Health and Safety intranet section had been made live and the accompanying desk drop carried out.

6.3 [3.2] The trip hazards previously discussed have now been cleared.

6.4 [4.2] The stairwells painting within GRH has been completed.

6.5 [4.3] It was confirmed that all HSLOs and fire safety officers have been listed as part of the Health and Safety documentation on theOracle.

6.6 [7.4] Bob Phillips confirmed that following completion of the server rooms in GRH, problems with corridor carpets will be resolved.

7. Any other business

7.1 Bob Phillips added that two fires within the bins at the GRH staff smoking shelter have occurred. Suggestions were made for adding a plate to the cigarette bin or replacing them with alternatives to prevent flammable waste being put in them.

7.2 The fume cupboard within the conservation suite at TTH has undergone annual service.

7.3 Procedures for van drivers were discussed. It was agreed that line managers should cover specific induction for this role. John Mitchell has provided the van drivers checklist and policy statement to Dave Brownlee for approval after which it will be incorporated in theOracle Health and Safety section and copies kept in the vans.

7.4 Alex Cochrane noted the proposal that Reader Services Branch make use of the LCR as an overspill area for visitors during the Gathering period. Dave Brownlee was not aware of this. Alex will be meeting to discuss this further with RSB staff and Dave asked to be kept updated. The 'fishtank' room or ScotlandsPeople Centre were suggested as an alternative area for possible overspill.

7.5 Alex Cochrane also discussed bookings of NAS meeting rooms by GROS, Scottish Council on Archives staff and the Development Centre. Dave Brownlee agreed to clarify procedures for meeting room bookings with relevant staff. It was also thought that the new helpdesk staff should be fully briefed on arrangements in this respect.

7.6 George MacKenzie has agreed in principle that the LCR tables be replaced. Folding models in use at NRH were suggested as alternatives but it was also recognised that the look of the replacement furniture should be in keeping with the ambience of the LCR. The benefits of chairs which stack were also noted, with particular reference to the chair storage necessitated by weddings or other venue hire events. Positive feedback for recent external event bookings was also noted.

8. Date of next meeting

8.1 The next meeting is due to be held during September 2009. Jenny Cutts will canvass for dates nearer the time.

Jenny Cutts
16 June 2009